

TEC7140 – COMPUTER SUPPORT OVERVIEW

February 23 – 25, 2005

DAY 1: INTRODUCTION TO PC'S (Hardware and Software)

8:00 – 8:30	Introductions and Logistics
8:30 – 9:00	Types and Uses of PC's
9:00 – 9:45	PC Components and Devices
9:45 – 10:00	BREAK
10:00 – Noon	PC Components and Devices Continued
Noon – 1:00	LUNCH
1:00 – 2:00	Installation of Operating System (Windows XP)
2:00 – 2:45	Navigating the Desktop
2:45 – 3:00	BREAK
3:00 – 3:30	Customizing the Desktop
3:30 – 5:00	Installing Software

DAY 2: EXPLORING INSIDE THE PC

8:00 – 9:00	Review of Day 1
9:00 – 9:45	Begin Disassembling Computers
9:45 – 10:00	BREAK
10:00 – Noon	Complete Disassembling and Reassembling Computers
Noon – 1:00	LUNCH
1:00 – 2:45	Internal and External Upgrades
2:24 – 3:00	BREAK

3:00 – 4:00	Upgrade of Operating System (Windows 2000 – Windows XP)
4:00 – 5:00	Getting Familiar with Windows XP

DAY 3: MAINTAINING AND PROTECTING YOUR PC

8:00 – 9:00	Review of Day 2
9:00 – 9:45	User Security and Virus Protection
9:45 – 10:00	Break
10:00 – 11:00	Maintaining your Computer
11:00 – Noon	Connecting to the Internet
Noon – 12:30	Wrap-Up and Evaluations
12:30 – 1:30	Lunch and Departure